



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Tom Kirk
Acting Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 4, 2014

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 5, 2014 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, September 18, 2014**. Applicants will not be accepted after that time and date.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Karla Gathard at 217/782-5594.

CE V

Maintenance Field Engineer
Region 2/District 3/Operations
Highways
Ottawa

Attachments
37920

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Thursday, September 18, 2014, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Civil Engineer V	Salary Range:	\$6,190-\$10,005
Position Title:	Maintenance Field Engineer	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW115-23-53-503-00-01	IPR#:	37920

Office/Central Bureau/District/Work Address:

Highways / Region 2 / District 3 / Bureau of Operations / 700 E. Norris Drive, Ottawa, IL

Description Of Duties:

This position is accountable for planning, coordinating and controlling the maintenance activities in an assigned sector of the district.

Special Qualifications:

The following criteria is required:

- A current Illinois Professional Engineer license
- Valid driver's license

The following criteria is desired:

- Nine years of experience in civil engineering of which at least five years should be in the specific area of highway engineering, three years of which should have been supervising engineering functions
- Ability to direct the work of other engineers, mechanics, equipment operators and laborers
- Strong communication skills

Shift/Remarks:

7:00 am – 3:30 pm / Monday – Friday

***THIS POSITION REQUIRES 24-HOUR EMERGENCY CALL AVAILABILITY.**

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2013	POSITION:	Maintenance Field Engineer
APPROVED BY:	<u>Bruce Hucker</u>	OFFICE/DIVISION:	Highways / District #3 / Operations
CODE:	PW115-23-53-503-00-01	REPORTS TO:	District Operations Engineer

Position Purpose

This position is accountable for planning, coordinating and controlling the maintenance activities in an assigned sector of the district.

Dimensions

Subordinate Personnel:	Direct 5 – 7, Indirect 60 - 100
Operating Budget:	\$2,500,000
Mileage Maintained:	1,500
Annual Contract Budget:	\$200,000
Number of Counties:	Two to Four

Nature and Scope

This position reports to the District Operations Engineer as do the Field Engineers from other sectors in the district; the Bridge Engineer, the Services and Development Chief, Design & Planning Engineer and Traffic Operations Engineer. Reporting directly to this position are two engineering technicians and two Highway Maintenance Lead Workers from the Ashkum Headquarters. Indirectly reporting to this position are Lead workers from Gibson City, Kankakee and Watseka Team sections and all Highway Maintainers in the entire assigned sector.

The incumbent has the primary responsibility for maintaining the roadway system within assigned counties. In this capacity, the incumbent deals with both the administrative functions and technical aspects of highway maintenance. The incumbent manages the operating budget and manpower to guarantee optimal allocation and scheduling of resources, as well as oversees right-of-way and road surface maintenance. The road maintenance is often complicated by inclement weather and in order to keep the roads open to the traveling public, the incumbent is on emergency call at all times.

Problems faced by the incumbent are both technical and managerial in nature. These include making decisions regarding maintenance techniques, work priorities, training, motivating and evaluating subordinates and communicating with the general public regarding maintenance subjects. The greatest challenges the incumbent will face will be to maintain a safe mode of transportation to the motoring public, within budgetary limitations and to motivate a large and widely dispersed staff of subordinates through guidance and effective decision making.

The incumbent personally establishes priorities and determines needs with a designated area and establishes work schedules to accomplish the physical upkeep of state highways. The incumbent supervises the preparation of reports regarding the bureaus budget, manpower, material, equipment, miscellaneous construction contracts and routine and emergency maintenance activities. Through periodic observation and inspection, the incumbent directs personnel in snow removal, road repair, right-of-way mowing and various other maintenance duties. The incumbent investigates and resolves major complaints from the motoring public, represents the Department with local agencies and utilities, and reviews construction projects prior to acceptance in order to alleviate any possible maintenance problems. The incumbent also reviews access/utility permits prior to final acceptance to make sure the utility/developer built the project according to state law and standards. In addition, the incumbent

coordinates the daily operations within the sectors in such a manner that the total area requirements are met. In performing the functions of this position, the incumbent directly supervises three field technicians, and two Highway Maintenance Lead Workers who, with a staff of skilled and unskilled workers, perform the daily maintenance activities within the assigned sector. The Field Engineer has broad supervision of the skilled and unskilled workers in the assigned sector. In the absence of the Field Engineer, the Field Technicians may assume direct supervision of the skilled and unskilled workers in the assigned area.

The incumbent has the authority to establish daily activities, allocate and resolve budgetary needs, determine material and equipment usage within a designated area, resolve citizen complaints and authorize and supervise the distribution of equipment and commodities throughout assigned sectors. In making decisions involved in the position, the incumbent is guided by Standard Specifications for Road and Bridge Construction, Illinois Department of Transportation policies, FHWA policies, various other specifications and by the provisions of the union contract. However, many of the maintenance problems faced by the incumbent are not covered by standards or policies and often require unique creative solutions. The incumbent has considerable latitude involving program planning, employee counseling and evaluation and makes recommendations regarding subordinate disciplinary actions. Problems beyond the authority of the incumbent such as complex maintenance techniques, highly sensitive citizen complains and/or requests will be referred to the District Operations Engineer along with recommendations.

Within the Department, the incumbent confers with all district bureaus and the central Bureau of Operations. Communications outside the Department are with the city, county and state police, city and county officials, property owners and the traveling public.

The effectiveness of this position can be measured by the condition and general appearance of the pavement and right-of-way, as well as timely completion of emergency maintenance. Subordinate conduct and work habits also reflect upon the incumbent's performance.

Principal Accountabilities

1. Plan, organize, direct and control all normal and emergency maintenance activities within assigned area to provide a safe and usable highway system.
2. Investigate and meet with local residents and officials regarding complaints, access permits and right-of-way problems.
3. Periodically inspects construction work performed under permit and by Day Labor to ensure projects reflect approved Department standards.
4. Responsible for supervising, training, and motivating subordinate personnel and provides technical guidance.
5. Responsible for performing duties in accordance with departmental safety policies and is responsible for the safety of subordinates personnel.